



CODE OFFICIALS BROCHURE

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This brochure has been published by a joint effort of the Kansas State Board of Technical Professions, the State Fire Marshal, AIA Kansas, the Kansas Society of Professional Engineers, and the American Council of Engineering Companies of Kansas in order to aid building officials, design and construction professionals, and the general public in understanding the laws governing the practice of architecture and engineering in the state of Kansas.

Information contained herein is basic and shall not supersede the statutes and rules and regulations of the state of Kansas. Kansas statutes and rules and regulations are subject to change. Please check www.kansas.gov/ksbtp and www.accesskansas.org/firemarshal for the most current version of the law. A major

effort has been made to identify and address the questions most frequently asked by building officials.

Building officials protect the public by enforcing building code requirements. Throughout the plan check and inspection process, building officials try to ensure compliance with building codes, local codes, and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits. Building officials rely on the Kansas State Board of Technical Professions to assure that the design professional is licensed to practice in this state. The Board must depend primarily upon the local building officials and State Fire Marshal, particularly in municipalities with no local building code officials, to assure that only those who are properly licensed are allowed to provide design services.

Kansas State Board of Technical Professions

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Kansas State Fire Marshal

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AIA Kansas

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Kansas Society of Professional Engineers

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American Council of Engineering Companies of Kansas

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CODE FOOTPRINT

1. What is a code footprint?

The code footprint is a snap shot, small scale building plan showing key features of life safety and fire protection systems, including notification and detection systems, fire/smoke separations, and suppression systems. Detailed requirements are specified in Kansas Administrative Regulation 22-1-7, through the Kansas SFMO or at www.accesskansas.org/firemarshal.

2. When is a code footprint required and who must it be submitted to?

A code footprint must be prepared by a Kansas licensed architect or engineer

and shall be submitted to the state fire marshal for review and approval for any new construction, building additions, renovation, or change of occupancy for the following types of buildings.

- Any Group A Assembly occupancy with combined occupant load greater than 2,000 persons.

- Any Group B Business occupancy used by any community college, area vocational school, vocational technical school, technical college, or any institution under the governance of the State Board of Regents.

- Any Group A Assembly occupancy mixed with a group E Educational occupancy, including any day care facility for more than 24 persons.

- Any Group I Institutional occupancy, including any state or other governmental entity's detention facilities, and any occupancy physically attached to a Group I occupancy regardless of fire barrier separation.

- Any Group R-1 or R-2 residential occupancy that is three or more stories in height, including basements, or more than 12,000 sq. ft. in area, and any R-4 residential occupancy.

The local code official can require the code footprint be submitted for his review, at his discretion, for any new construction, building additions, renovations, or changes in occupancy, regardless of the building occupancy.

FREQUENTLY ASKED QUESTIONS

1. Should a code official accept plans from an unlicensed person for a non-exempted building?

No. K.S.A. 74-7038.

<http://www.kansas.gov/ksbtp/74-7038.html>

2. May an unlicensed person prepare plans and specifications for interior space planning and/or remodeling of non-exempted buildings?

Yes, but only in certain limited circumstances. K.S.A. 74-7031 identifies those exempt non-structural alterations.

<http://www.kansas.gov/ksbtp/74-7031.html>

3. Do shop drawings* have to be sealed and signed?

No, unless required to be prepared by a licensed design professional.

* An example of contract language

you may encounter is: “All drawings, diagrams, illustrations, schedules, and other data or information which are specially prepared or assembled by or for the Contractor and submitted by the Contractor to illustrate some portion of the Work.”

4. Can a code official accept shop drawings in lieu of sealed plans?

No.

5. Is the professional of record required to provide observation during the construction phase of a proposed project?

No, unless by contract.

6. Do changes in the plans require a seal of the architect or engineer responsible for the modifications?

Yes.

7. Does each original drawing have to be signed/sealed by a professional?

Yes. K.A.R. 66-6-1

<http://www.kansas.gov/ksbtp/66-6-1.html>

8. May a Kansas licensed Engineer prepare and stamp architectural drawings?

No.

9. May a Kansas licensed Architect prepare and stamp engineering drawings?

No.

10. Are component designs or manufactured buildings required to be sealed by an architect or engineer and submitted to the code official for permitting?

Yes.

11. Can a contractor sign the cover sheet of a set of drawings prepared only by an out-of-state architect or engineer and comply with the laws?

No.

12. Can an owner/builder/contractor make changes to an architect's or engineer's drawings or specifications?

No.

13. When applying for a permit, can a licensed Kansas architect or engineer seal documents prepared by an out-of-state design professional?

No, except as provided in K.S.A. 74-7023.

<http://www.kansas.gov/ksbtp/74-7023.html>

14. How do I know if someone has a current Kansas license?

The Kansas State Board of Technical Professions website, www.kansas.gov/ksbtp has a search feature which can be used to look up current licenses for an individual or a corporation, or you may call the Board office.

15. What are the exemptions from requirements for licensure?

Refer to K.S.A. 74-7031 and 74-7033.

<http://www.kansas.gov/ksbtp/74-7031.html>

<http://www.kansas.gov/ksbtp/74-7033.html>

16. What are proper signatures/seals?

Refer to K.A.R. 66-6-1 <http://www.kansas.gov/ksbtp/66-6-1.html>

Sample of Seal

